

Tool for Assisting Clubs to Pay Dues

Dates	Strategy
August / February 1	Area Governors contact clubs that have historically submitted dues late. Remind them about the renewal process and ask if any problems are foreseen.
September / March 1	Area Governors contact every club to ensure clubs know that dues are due and how to submit them.
October / April 1	Area Governors thank compliant clubs, and contact delinquent clubs to ask if assistance is needed to submit dues. AG's start communication Division Governor about delinquent club.
October / April 5	Division Governors contact delinquent clubs to ask if assistance is needed to submit dues. Start communication with LGM about delinquent club.
October / April 10	LGM and Club Renewal (Semis) Coordinator contact delinquent clubs to determine what the barriers are to submitting dues and provide assistance as appropriate. Communication with District Governor is ongoing.
October / April 15	The District Governor calls the Club President for each delinquent club.

Club Name	Club Officer	Contact Info	Paid Y/N - Other	8/1 2/1	9/1 3/1	10/1 4/1	10/5 4/5	10/10 4/10	10/15 4/15